



Village of Key Biscayne

Request for Letters of Interest

In its continued efforts to serve the residents of the Village of Key Biscayne, the Parks and Recreation Department (the "Department") is currently seeking to develop a youth soccer program designed to educate area children about the game of soccer and provide them with an avenue for basic skill development. To that end, the Department invites qualified and experienced individuals or firms (the "Proposed Contractor") who would like to oversee the development and implementation of a successful youth soccer program, capable of meeting the goals of the Department, to submit a letter of interest for the consideration of the Village, including review and input from the Village's Youth Athletics Advisory Board.

Letters of interest submitted to the Village shall include the following: (1) an outline of the type of program the Proposed Contractor intends to design and implement for the Village including an explanation of how it will achieve the Department's stated goals, (2) a brief organizational history of the Proposed Contractor; (3) biographical information of the Proposed Contractor's proposed director for the program as well as any key staff, and (4) a list and description of all soccer programs, leagues, and events previously developed and managed by the Proposed Contractor.

Submissions (including an original and ten (10) copies) must be received by the Village in the form of a Letter of Interest ,which meets the requirements which are set forth herein , no later than 3p.m., on Friday, June 6th, 2008, at the Office of the Village Clerk, located at 88 W. McIntyre Street, Suite 220, Key Biscayne , Florida 33149 . Faxes and email submittals are not acceptable.

Each qualified and responsive Proposed Contractor shall be evaluated based on the experience of their staff, history of developing successful programs and ability to meet the stated goals of the Department. Following a thorough evaluation of the qualifications of each Proposed Contractor, the Youth Athletics Advisory Board may invite up to the four (4) most qualified Proposed Contractors to make a presentation to the Board. Any final decision of the Village to authorize negotiations of a contract with the Proposed Contractor shall be up to the final decision of the Village Council and shall be subject to any recommendations of the Village Manager.

Any questions involving the Letter of Interest process shall be made in writing and directed to:

Todd Hofferberth, Parks and Recreation Director
Parks and Recreation Department
Village of Key Biscayne
10 Village Green Way
Key Biscayne, FL 33149
FAX (305) 365-8991
E-mail: thofferberth@keybiscayne.fl.gov